

- JOB TITLE:** Historic Properties Project Manager
- LOCATION:** History Center - 345 W Kellogg Blvd., St. Paul, MN 55102
- COMPENSATION:** \$51,854.40 annual minimum
- STATUS & HOURS:** Full-time, regular (approximately 2,080 annual hours) position.
- BENEFITS:** Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.
- DESIGNATION:** Bargaining Unit AFSCME Local 3173
- POSTING DATE:** September 6, 2024
- DEADLINE DATE:** October 6, 2024
- TO APPLY:** Interested applicants must apply online at the Minnesota Historical Society's career center at [www.mnhs.org/jobs](http://www.mnhs.org/jobs) and include a resume and cover letter by the application deadline date.
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**DESCRIPTION:** This position exists to plan, organize, and manage preservation, rehabilitation, restoration, and repair projects at the Minnesota Historical Society's (MNHS) historic properties. The position is responsible for working with MNHS Historic Sites and Capital Planning & Management to identify, plan, budget, and manage these projects at MNHS historic sites typically funded by non-asset preservation funding.

**SUMMARY OF WORK:** 1) Work with MNHS historic sites and Capital Planning & Management to identify, plan, budget, and manage repair projects at MNHS historic sites in the most efficient and cost effective manner to preserve MNHS historic properties; 2) Collaborate with staff to ensure planning and budgeting for long-term preservation needs of MNHS historic properties, collections, and exhibits; 3) Contribute to the continued professional development and best practices at all MNHS historic properties; and 4) Establish and promote internal communications of the work of the Capital Planning & Management department among MNHS staff, volunteers, interns, and other stakeholders.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree in historic preservation, architecture, engineering, construction, construction management, or a related field or equivalent experience.
- Two years work experience in project management, design, construction or related field OR a Graduate degree in historic preservation, architecture, engineering, construction, construction management or related field.
- Knowledge of the Secretary of the Interior's Standards for Historic Preservation, Restoration, and Rehabilitation.
- Knowledge and ability to read and understand construction documents and construction contract management principles.
- Excellent verbal and written communication skills.
- Strong computer skills including Microsoft Office and all aspects of Google suite.

- Ability to multitask, work effectively under pressure to meet deadlines, prioritize and adapt to changing priorities in order to achieve project goals and ability to escalate issues when appropriate.
- Ability and willingness to travel statewide.
- Valid driver's license.

**DESIRED QUALIFICATIONS:**

- Experience in conducting and reporting facilities condition assessments. Preference to individuals familiar and having experience with using Rapid Building and Site Condition Assessment developed by the National Park Service or other standardized state format.
- Knowledge and skill in using project management software such as Microsoft Project, Google Smartsheet, Trello or similar.
- Familiarity with the National Park Service's Preservation Briefs.
- Knowledge in construction trades, preservation, and restoration, and repair of historic buildings, landscapes, and structures.

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Should you have questions with the application process, email [humanresources@mnhs.org](mailto:humanresources@mnhs.org) or call MNHS Job Line at 651-259-3181.

*At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.*